

**CHECK LIST AND PROCEDURES FOR CANVASSING OF ABSENTEE BALLOTS BY THE BOARD OF ABSENTEE
BALLOT CANVASSERS IN THE CITY OF БЕЛОIT**

CITY CLERK-TREASURER'S DUTIES

1. Shall give at least 48 hours-notice of the meeting of the Board of Absentee Ballot Canvassers under s. 7.52, Wis. Stats. Notice shall be posted at City Hall, Beloit Public Library, and the Rock County Courthouse and include where absentee ballot canvassing is to take place. Additionally, the notice will be provided to any media that has requested City of Beloit meeting notices in accordance with Wisconsin Statute 19.84(1)(b) and City policy.
2. Will appoint the Board of Absentee Ballot Canvassers in accordance with Wisconsin Statute 7.53(m)(b). The Clerk will assign additional poll workers to work under the supervision of the Absentee Board of Canvass in accordance with Wisconsin Statute 7.52(1)(b).
3. Will ensure that all members of the Board of Absentee Canvassers take an oath of office prior to performing their duties.
4. Sends to each polling place a log of all absentee ballots for that polling place.
5. Brings absentee ballots to location of Board of Absentee Ballot Canvassers.
6. Places on Internet and posts in office the number of absentee ballots issued and the number returned prior to 8:00 p.m. on Election Day.
7. Issues supplies (Appendix I) to the Absentee Board of Canvass necessary to complete the canvass of absentee ballots.

BOARD OF ABSENTEE BALLOT CANVASSERS' DUTIES

1. Convene the Board of Absentee Ballot Canvassers between 7 a.m. and 10 p.m. on Election Day to canvass absentee ballots in accordance with Wisconsin Statute 7.52(1)(a).
2. Canvass all absentee ballots received before 8 p.m. in accordance with Wisconsin State Statutes as explained in the Election Day Manual (Appendix II).
3. Complete a log of all activity that occurred during the Board of Absentee Ballot Canvassers Meeting.

APPENDIX I - SUPPLIES

The following supplies will be provided for each election to the Board of Absentee Ballot Canvassers:

- 2 duplicate copies of a single poll list for the entire City or 2 duplicate copies of the absentee log printed from the WisVote System and supplemental poll list
- Sufficient large ballot envelopes/bags/containers prepared with Chain of Custody and Certificate signed by the Board
- Sufficient Inspectors' Statements (EL-104) (a single Inspectors' Statement must be maintained for each ward)
- Sufficient large envelopes for Used Certificate Envelopes (EL-103)
- Sufficient large envelopes for Rejected Absentee Ballot Envelopes (EL-102)
- Sufficient large envelopes labeled "Original Ballots that were Duplicated"
- Sufficient write-in tally forms (a single tally sheet must be maintained for each ward)
- Number sheets or tally slips
- Election Day Manual for reference
- Red pens for marking poll lists
- Ballots for remaking voted ballots if necessary
- Ballot marking pens
- Challenge documentation for reference
- List of Proof of Residence Documentation (can also be found in Election Day Manual)

APPENDIX II - PROCEDURES FOR PROCESSING BALLOTS (TAKEN FROM THE ELECTION DAY MANUAL)

1. Open container of absentee ballots.
2. Ballots sorted by ward and alphabetically.
3. Remove one Absentee Certificate Envelope (EL-122) and announce the elector's name.
4. Carefully review the certificate envelope to determine that:
 - a. Envelope is not open.
 - b. Envelope has not been opened and then resealed.
 - c. Signature of the elector appears on the certificate.
 - d. Address of the voter is on the certificate and the address is within the municipality.
 - e. Certificate contains the signature and address of one witness who is an adult US Citizen.
5. If the certificate envelope is found to be insufficient:
 - a. Do not open the envelope. Put the ballot to the side until 8 pm.
 - b. At 8 pm, if the voter has not corrected the deficiency, Mark the envelope "Rejected ballot # ____" (beginning with "1" for each ward). Write the reason for the rejection on the envelope and on the Inspectors' Statement.
 - c. Do not issue the elector a voter number.
 - d. List the elector's name, identifying serial number of the rejected ballot and the reasons for rejection on the Inspectors' Statement (EL-104). Use one Inspectors' Statement (EL-104) for each District.
 - e. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (EL-102) brown carrier envelope (one envelope for municipality).
6. If the certificate is found to be sufficient, carefully remove the ballot from the certificate envelope. Upon accepting each absentee ballot, the Board of Absentee Ballot Canvassers shall **mark in red the voter tally # on the back of the ballot and on the pre-printed poll list next to the name of the elector, along with the indication the voter cast an absentee ballot (ABS), beginning with the number 1.** If the elector's name does not appear on the pre-printed poll list, the Board of Absentee Ballot Canvassers shall enter the name and voter number on the supplemental poll list.
7. Examine the ballots to ensure that:
 - a. Only one ballot is enclosed.

b. That the ballots contain the initials of the issuing Clerk. (Ballot is not rejected if initials of issuing Clerk are not present. Notation should be made on the Inspectors' Statement).

8. Place the ballots in the tabulating device. If ballots are rejected by the tabulator, poll workers should attempt to determine voter intent and remake the ballot if necessary using the procedure for remaking ballots. Duplicated ballots should be initialed by two members of the Absentee Board of Canvassers. Remade ballots must be documented on the "Original Ballots that were Duplicated Envelope" and the "Addition to Inspectors Statement". If voter intent cannot be determined, ballot should be tabulated using the override key. The tabulator will increment voter number by one and any vote that can be counted will be counted.

9. Place the used certificate envelope in the Used Certificate Envelopes of Absentee Electors (EL-103) white carrier envelope. Rejected absentee ballots and used certificate envelopes are not required to be maintained by reporting unit. Rejected absentee ballots may be placed in a single Rejected Absentee Ballot (EL-102) envelope or container. Used certificate envelopes may be placed in a single Used Certificate envelope or container.

10. All absentee ballots must be taken to the polling location prior to 8:00 p.m. to be placed in the tabulator. At 8:00 p.m. the polls are officially closed and no additional absentee ballots shall be accepted. Totals are printed and write-ins counted on 2 duplicate write-in forms. The totals of the absentee ballots will be transmitted to the County Clerk.

Handling Absentee Ballots when Proof of Residence is Required

If the voter list and the Absentee Certificate Envelope have the notation from the Municipal Clerk "ID required", the inspectors first check to see if the voter included the required identifying document showing Proof of Residence in the certificate envelope if the envelope is sufficient as determined by #4 above, Procedures for Processing Ballots.

Procedure:

1. Open the Absentee Certificate Envelope to check if proof of residence is included in the envelope. (For an absentee voter, a copy of any of the documentation listed in the Election Day Manual is sufficient proof of residence).

2. If the required proof of residence is in the envelope, the election inspectors continue to process the absentee ballot following the procedures above.

Record on poll list type of document provided.

If the required proof is NOT in the envelope, the absentee ballot is considered a provisional ballot. Continue with the procedure below.

3. Make a notation on the voter registration list indicating that the voter did not provide the required proof of residence and issue a provisional voter number for the voter: "PV#____(PR)" (beginning with '1').

4. Remove the ballot from the envelope and mark the back of the ballot with the PV# and "Section 6.97". Place the ballot back inside the Absentee Certificate Envelope.

5. Write the PV# and "Section 6.97" on the outside of the Absentee Certificate Envelope.

6. Place the Absentee Certificate Envelope bearing the PV# and "Section 6.97" on the outside of the Provisional Certificate Envelope (EL-123). You do not have to fill in the rest of the EL-123. Seal the envelope, and place inside the Provisional Ballot Carrier Envelope (EL-108). Challenging Absentee Ballots An absentee ballot may be challenged in the same manner as it would be challenged at the polling place.

Handling Ballots when Proof of Identification is Required

If the Absentee Certificate Envelope indicates that proof of identification or the Certification of Authorized Care Facility Representative is required, it is the responsibility of the election inspector to ensure that the elector included proof of identification along with the absentee ballot or completed the appropriate certification section before the ballot may be counted. Follow these procedures:

1. Determine if the Certification of Authorized Care Facility Representative is completed. If complete, continue to process the absentee ballot as normal.

a. Name of Facility

b. Signature of Representative (may be the same person as the witness)

2. If the certification section is not completed, open the Absentee Certificate Envelope to check if the missing documentation is included in the envelope. (Acceptable forms of proof of identification may be found in the "Electors" section of this manual.)

a. If the missing documentation is in the envelope, the election inspector continues to process the absentee ballot.

b. If the missing documentation is not in the envelope, the absentee ballot is rejected.

Any qualified elector may challenge an absentee ballot.

The Board of Absentee Ballot Canvassers shall challenge an absentee ballot cast by an elector whose name appears on the ineligible voter list. Procedures are set forth the Election Day Manual and using the EL-104-C to document the challenge.

Frequently Asked Questions

Note the “Frequently Asked Questions” under the “Handling Absentee Electors” in the Election Day Manual for additional information on the handling of absentee ballots. Completing and Delivering of Forms (Use if Alternate method of processing is not used.)

Completing and Delivering of Forms

Municipalities utilizing an optical scan voting system shall use two machine printouts as tally sheets. However, write-in votes must be recorded on duplicate original Write-in forms (EL-105), which are signed by the Board of Absentee Ballot Canvassers. The ballots and materials shall be delivered to the City Clerk to deliver to the County Clerk with all other materials and ballots, and after completing, recording and securing the required forms. As at the polls, all ballots must be secured in a ballot bag with the signatures of the Municipal Board of Absentee Ballot Canvassers.

Return of Absentee Ballots on Election Day by electors

Voters attempting to return Absentee Ballots to a polling place other than the place designated for central count should be advised to return the ballot to the central count location. Ballots must be returned no later than 8:00 p.m. the day of the election except absentee ballots sent to Military electors which follow time lines set out in 6.22 of the Wisconsin Statutes.